

MINUTES

UTAH Professional Counselor Licensing Board MEETING

March 18, 2008

**Room 402 – 4th Floor – 9:00 a.m.
Heber Wells Building
Salt Lake City, UT 84111**

CONVENED: 9:08 A.M.

ADJOURNED: 11:45 A.M.

**Bureau Manager:
Board Secretary:**

Rich Oborn
Lee Avery

Board Members Present:

Dean Workman, Chairperson
Linda S Protzman
Russell C. Gaede, Psy. D, Acting Chairperson
Gloria Miley
Rodger Bischoff

DOPL Staff Present:

F. David Stanley, Division Director
Kent Barnes, Compliance Manager
Connie Call, Compliance Specialist

TOPICS FOR DISCUSSION

**ADMINISTRATIVE BUSINESS:
MINUTES:**

Division Personnel Changes – Mr. Rich Oborn

DECISIONS AND RECOMMENDATIONS

The Board decided to hold reading and approving the minutes until the May 20, 2008 Board meeting.

Mr. Oborn introduced himself Ms. Avery, Ms. Call and Mr. Barnes to the Board and briefly reviewed the changes that had taken place within this Division. Mr. Barnes reviewed how the Compliance Unit will be tracking the probationers and the policies and goals of the Compliance Unit noting the Division is becoming more aggressive in tracking the progress of the probationers.

Ms. Call briefly reviewed how the probation files are put together including taking the probationers pictures, obtaining current contact information and where to find specific information.

#1. Glenn Dutton, Non Compliant. Ms. Call was unable to locate his employer reports. The Board noted he needed to wait for another government agency before he could start working and he had advised the Board during his interviews. Ms. Call noted the Order states he is required to submit a written evaluation report stating he is not working and there are no therapy reports for December 2007.

#2. Christy Kane, Non Compliant. Ms. Call stated she received a letter indicating Betty Owens will supervise Ms. Kane, however, there have been no employee evaluations submitted. Ms. Kane needs to bring in her essay report to this meeting and clarification/documentation regarding the Family Development Center (FDC) matter being resolved. The Board noted Ms. Kane failed to keep her appointment at its last meeting. The Board briefly talked about Ms. Owens having a contracting service the Board decided at the last meeting that Ms. Owens is not eligible to be her supervisor.

#3. Kara Heugly, Compliant. Ms. Call stated the supervisor report received combined January and February. These reports should not be combined and should be received monthly, not every other month. The Board noted she is in self practice.

DISCUSSION:

The Board briefly talked about the required core courses and determined the individual needs to have the following for an extern license:

1. Sixty (60) hour course requirement:
2. Pass DSM, Advance Mental Status, Ethics and Clinical Internship.

The Board briefly talked about changing the rules to clarify requirements removing the extern license and encouraging the school representative to attend the Board Meetings.

Mr. Oborn briefly reviewed the letter from Mr. Mus-Gray.

APPOINTMENTS:

Glenn Dutton –Probation Interview

Mr. Dutton presented himself to the Board. Mr. Workman conducted the interview, introducing Mr. Oborn, the current Bureau Manager, Ms. Avery, the current Board Secretary and Ms. Call, Compliance Specialist. Ms. Call briefly reviewed the Compliance Unit's follow-up procedures regarding the Division probationers. The Board noted the evaluation report from Dr. Taylor was received stating therapy was no longer required.

Mr. Dutton advised the Board he completed the ethics training and will forward a copy of the certificate as soon as he receives it. Mr. Dutton stated he started working with Dr. Ted Harris and the Division should be receiving these evaluation reports, noting Mr. Harris will be his employer and supervisor. Mr. Dutton stated he is working only a few hours a week at this time, however, he expects this to increase as his case load increases. The Board noted the Stipulation states he needs to work fifteen (15) to forty (40) hours a week. Mr. Dutton advised the Board that Ms. Taxin advised him as long as he is working on his continuing education (CE), the time on his probation would continue until the problems with Medicaid are resolved.

Mr. Dutton stated he has one credit hour left before completion of the additional continuing education requirements. The Board advised Mr. Dutton when he is not employed or working as a Certified Professional Counselor Intern (CPCI), he needs to submit the employer evaluation form indicating he is not working at this time.

Mr. Workman motioned to amend Mr. Dutton's Stipulation to terminate the therapy requirement, seconded by Ms. Protzman. The motion carried unanimously.

The Board asked to see Mr. Dutton in May 2008.

In Compliance

Charles Mus-Gray – Review Work Experience

Mr. Mus-Gray presented himself to the Board. The Board introduced itself and reviewed the letter Mr. Mus-Gray sent to Mr. Oborn. Mr. Mus-Gray gave the

Board the organizational chart of the Aetna Behavioral Health Clinic where Mr. Mus-Gray is employed. Mr. Mus-Gray advised the Board he is a Certified Professional Counselor Intern (CPCI) and is requesting the Board review his work history. After talking with Mr. Mus-Gray in detail the Board determined his work experience can be used for indirect hours only noting acceptable hours are based on a forty (40) hour work week only.

Christy Kane – Probation Interview

Ms. Kane presented herself to the Board. Mr. Bischoff conducted the interview. Ms. Call briefly reviewed the Compliance Unit's follow-up procedures regarding the Division probationers. Ms. Kane advised the Board she is still having difficulty obtaining insurance coverage and is feeling she is out of employment options at this time. She applied for a high risk premium and was declined. She is now considering surrendering her license. The Board advised Ms. Kane if she does surrender her license she will need to submit a letter, include her license, stating her intention to surrender her license. Her probation will stop at that time. If she decides to re-apply in the future, her probation will pick up from that point. The Board encouraged Ms. Kane to contact one of the professional associations before she makes this decision. Mr. Oborn asked Ms. Kane to keep him advised of her decision.

Kara Heugly – Probation Interview

Ms. Heugly presented herself to the Board. Ms. Protzman conducted the interview. Ms. Call briefly reviewed the Compliance Unit's follow-up procedures regarding the Division probationers. Ms. Call stated the paperwork needs to be received by the 5th of the month. Ms. Heugly advised the Board she completed the "Ethical Pitfalls" training and received six (6) hours of continuing education (CE) and submitted a copy of the certificate she received. Ms. Heugly stated she works forty (40) to fifty (50) hours a week. The Board reviewed Mr. Maynard's report regarding Ms. Heugly's progress noting his recommendation to reduce her supervision. The Board briefly reviewed the stipulation requirements and after talking with Ms. Ms. Heugly, Mr. Workman, LPC motioned to change Ms. Heugly's direct supervision requirements from

two (2) times a week to once a week with the supervisor going to her office once a month and to continue with the video and/or audio tapings two (2) clinical sessions a month, seconded by Ms. Protzman. The motion carried unanimously. Ms. Heugly expressed concern regarding information submitted to the National Data Base. Mr. Oborn stated he will research this. The Board asked to see Ms. Heugly in May 2008. **In Compliance**

Next Meeting Scheduled For:

May 20, 2008

2008 Board meetings scheduled:

September 2, 2008

November 4, 2008

ADJOURN:

Motion to adjourn at 11:45

Note: These minutes are not intended to be a verbatim transcript but are intended to record the significant features of the business conducted in this meeting. Discussed items are not necessarily shown in the chronological order they occurred.

May 20, 2008
Date Approved

(ss) Dean Workman
Chairperson, Utah Professional Counselor Licensing Board

April 30, 2008
Date Approved

(ss) Richard Oborn
Bureau Manager, Division of Occupational & Professional Licensing